

## Appendix F- Application Threshold Checklist for For-Profit Company

COMPANY\* NAME: \_\_\_\_\_

\* On this document, "Company" refers to the business operating unit that is responding to this RFP.

### I. FINANCIAL STABILITY

- Yes  No 1. Company is current on all tax returns due to IRS and state and local tax authorities if applicable.
- Yes  No 2. Company has financial controls in place in accordance with generally accepted accounting principles.
- Yes  No 3. Company's Profit and Loss statements for last 3 years indicate positive cash flow.
- Yes  No 4. Company's books are audited annually.

### II. ADMINISTRATION

- Yes  No 1. Company is eligible to contract and not debarred from contracting, according to SAM.gov ([www.sam.gov](http://www.sam.gov)) and City Debarment information ([City of Austin Suspended & Debarred Vendors](#))

### III. COMPANY CERTIFICATION

- Yes  No 1. Company is current in its payment of Federal and State payroll taxes,
- Yes  No 2. Company does not owe past due taxes to the City of Austin and/or Travis County.
- Yes  No 3. Within the last 5 years, Company has a minimum of 2 years experience working with target populations and providing proposed services for families.
- Yes  No 4. Company carries liability and workers' compensation insurance.

**Please attach a written explanation for any item above marked as "No."**

**Certified by Authorized Representative:** \_\_\_\_\_  
Signature Date

**Verified by: City Staff:** \_\_\_\_\_  
Signature Date

**Approved:**  Yes  No